

# VACANCY ANNOUNCEMENT



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF INSPECTOR GENERAL

Washington D.C. 20250



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**VACANCY ANNOUNCEMENT NUMBER:** OIG-4-089-ISWR

**OPENING DATE:** 09/20/04

**CLOSING DATE:** 10/08/04

**POSITION:** Supervisory Criminal Investigator, GS-1811-14  
(Assistant Special Agent-in-Charge)

**PROMOTION POTENTIAL:** NONE

**SALARY:** \$84,630 – \$110,021 per annum  
(Including Locality Pay)

**WHO MAY APPLY:** OIG – Wide Candidates Only

**DUTY LOCATION:** U.S. Department of Agriculture  
Office of Inspector General – Southwest Region  
Assistant Inspector General for Investigations  
Dallas, TX

**Note:** Relocation Expenses will not be paid

## **SUMMARY OF DUTIES:**

The incumbent of this position shares with the Special Agent-in-Charge (SAC) the responsibility for planning, directing and supervising the performance of all criminal investigative and law enforcement activities relating to the Department's programs and operations within an assigned geographic area. The incumbent participates with the SAC in the direction, coordination, and formulation of regional policies, objectives, plans and standards within the framework of relevant legislation, regulation, and agency policies.

## **QUALIFICATION REQUIREMENTS:**

Applicants must have 52 weeks of specialized experience equivalent to the next lower grade. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**In addition to meeting the basic qualifications, applicants must have competitive status and must meet time in grade requirements.**

## **EVALUATION CRITERIA – *Knowledge, Skills and Abilities Required***

Note: Please submit a written statement on a separate page(s) with specific responses to each of the Knowledge, Skills, and Abilities (KSAs) listed below. Please give specific examples of how your education, experience, or volunteer activities relate to the factors below. Failure to submit your written response to the KSAs for this job may negatively affect your eligibility and/or rating for this position.

1. Knowledge of Department of Agriculture (USDA) programs.
2. Knowledge of civil and criminal statutes pertinent to USDA programs and operations.
3. Ability to develop or revise investigative policies and procedures.
4. Ability to apply successful managerial techniques to effectively manage work including assigning, reviewing, and evaluating staff work products, and to effectively monitor and manage resources.
5. Skilled in establishing and maintaining effective liaison with internal and external organizations.

## **SPECIAL CONDITIONS OF EMPLOYMENT:**

The person selected for this position must: (1) pass a medical exam and sustain the physical condition standard of health required of USDA criminal investigators; (2) submit to a urinalysis to screen for illegal drug use prior to appointment. Appointment to this position is contingent upon a negative drug test result; (3) be aware that the position is a drug testing designated position, and the incumbent is subject to random drug testing; (4) be the subject of a pre-employment background (security) inquiry and be able to obtain/maintain a security clearance; (5) be aware of the requirement for successful completion of an OIG-approved basic criminal investigator training course; (6) qualify to carry and use firearms. Applicants for this position are required to qualify with and use firearms. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (Title 18 U.S.C. Section 922(g) (9)). Applicants are ineligible for this position, if at ANY time, they have been convicted of a misdemeanor crime of domestic violence, unless such conviction was expunged, set aside, pardoned, or their civil rights have been restored; (7) possess and maintain a valid state driver's license; (8) file a financial disclosure statement under the provision of Title 2 of the Ethics in Government Act of 1978; (9) be aware that the position often requires irregular and unscheduled hours, personal risks, arduous exertion under adverse environmental conditions, and considerable overnight travel (11 or more nights per month); (10) Must be a minimum age of 21 and a maximum age of 37 for original entry into a law enforcement position and (11) maintain the requirements set forth in the Law Enforcement Availability Pay (LEAP) Act of 1994, and related OIG policies. The incumbent must, on an annual basis, work an average of 2 hours of unscheduled duty in excess of each regular workday and to be eligible for LEAP, which is 25% of the annual base pay.

## **HOW TO APPLY:**

ALL ELIGIBLE CANDIDATES who meet the basic qualification requirements must submit a written application for employment. You may use a SF-171, (Personal Application for Federal Employment), OF-612, (Optional Form for Federal Employment), resume, or other application format of your choice. The announcement number must be clearly indicated on the application. Candidates must also submit a copy of a current Performance Appraisal (must be within 15 months from the closing date of the announcement) and a copy of most recent Standard Form 50, Notification of Personnel Action. Applicants without a performance appraisal must provide a written justification for its absence.

## **APPLICATION MATERIALS SHOULD BE SUBMITTED TO:**

United States Department of Agriculture  
Office of Inspector General  
Policy Development and Resources Management  
Human Resources Management Division  
Stop 2306, Room 13-E  
1400 Independence Avenue, SW  
Washington, DC 20250

## **SPECIAL NOTE:**

Applicants are strongly encouraged to apply for this position by EMAIL: [OIGJOBS@OIG.USDA.GOV](mailto:OIGJOBS@OIG.USDA.GOV) or by FAX on (202) 720-9500. Be sure to include your name and the vacancy announcement number on your correspondence.

APPLICATIONS POSTMARKED BY THE CLOSING DATE WILL BE ACCEPTED A MAXIMUM OF FIVE (5) WORK DAYS AFTER THE ANNOUNCEMENT CLOSING. FAXED AND EMAIL APPLICATIONS MUST BE RECEIVED ON OR BEFORE THE CLOSING DATE.

## **For more information contact:**

VOICE (202) 720-3079  
TDD (202) 720-3090  
EMAIL – [OIGJOBS@OIG.USDA.GOV](mailto:OIGJOBS@OIG.USDA.GOV)

- You must be a United States citizen to be appointed.
- Applicants applying under special noncompetitive authorities must submit proof of eligibility as listed below:
  - Individuals who are eligible for noncompetitive consideration under a special appointing authority, e.g., 30 percent compensable veterans, severely disabled persons, may apply. Applicants who wish to be considered under a special appointing authority as well as under the competitive examining procedures must submit two complete applications. When only one application is received from a noncompetitive eligible, it will be considered under the special appointing authority only. More information on special appointing authorities is available at <http://www.usajobs.opm.gov/> (disabled), <http://www.usajobs.opm.gov/b2b.htm> (veterans), <http://www.usajobs.opm.gov/ei52.htm> (veterans).
  - If you are applying for special selection priority under USDA's Career Transition Assistance Plan (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) see <http://www.opm.gov/ctap/html/egct.htm> for eligibility requirements, you must submit one of the following as proof of your eligibility: reduction-in-force (RIF) separation notice; Notification of Personnel Action (SF 50) showing separation by RIF or removal for declining a directed reassignment or transfer of function outside the local commuting area; certificate of expected separation or other notice that you are surplus employee or eligible for discontinued service retirement; notice from a Federal agency that your injury compensation has been or is being terminated and that it cannot place you; notice from the Office of Personnel Management terminating your disability annuity; or notice from the military or National Guard that you retired under 5 USC 8337(h) or 8456. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

- To be found well qualified for special selection priority by the U.S. Department of Agriculture (USDA), you must meet the minimum qualification requirements for the position, including any selective factors.
- If you wish to be considered under a special appointing authority e.g., disabled, Veterans Employment Opportunity Act, you must indicate on your application or resume the authority under which you are applying and include proof of your eligibility.
- 30% Disabled Veterans: Provide a DD-214 and a certificate from Department of Veterans Affairs dated within one year of the closing date of this announcement.
- Other individuals with a disability: Provide certification of eligibility from the State Vocational Rehabilitation agency or the Department of Veterans Affairs.
- The Defense Authorization Act of November 18, 1997, extends 5-point preference to veterans who served on active duty during the Gulf War from August 2, 1990 through January 2, 1992 (if service requirements were met and discharge was honorable). Preference will also be granted if you entered the military service prior to October 14, 1976, or served in a military action for which you received a campaign badge or expeditionary medal. However, you may be entitled to 10 point veteran preference if you are a disabled veteran; you have received a purple heart; you are the spouse or mother of a 100% disabled veteran; or you are the widow or widower or the mother of a deceased veteran. Proof of your eligibility for veteran's preference must be provided at the time of the application.
- The USDA provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring processes, please contact (202) 720-6001. The decision to grant a reasonable accommodation request will be made on a case-by-case basis.
- If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- Your application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 55A). The information is used to determine qualifications for employment, and is authorized under Title 5 of the United States Code Sections 3302 and 3361.
- Only material required by this announcement will be used to rate your application. Your application will not be returned to you.
- The use of U.S. Government postage-paid envelopes for the filing of job applications is a violation of the U.S. Office of Personnel Management and U.S. Postal Service regulations. Penalties include fines of up to \$300.00 and/or disciplinary action.
- All qualified applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, political affiliation, or any other characteristics not bearing on job performance.
- The USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).
- To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.